

City of Suffolk HISTORIC LANDMARKS COMMISSION



December 8, 2022

**THE REGULAR MEETING
OF THE
HISTORIC LANDMARKS COMMISSION
WILL BE HELD AT 9:00 A.M. IN
CITY COUNCIL CHAMBERS
CITY HALL BUILDING**

**Note: If You Cannot Attend This Meeting,
Please Notify the Planning Division
by 12:00 Noon,
Wednesday, December 7, 2022
(757) 514-4060**

**PREPARED BY THE CITY OF SUFFOLK
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT**

DIVISION OF PLANNING



AGENDA

Historic Landmarks Commission Meeting

Thursday, December 8, 2022

9:00 a.m.

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- I. Call to Order
 - II. Roll Call
 - III. Approval of the Minutes
 - IV. Update on Historic District Guidelines
 - V. Certified Local Government (CLG) Annual Report and Program Audit
 - VI. Training for HLC Members
 - VII. Staff Reports
 - A. Property Maintenance Update
 - B. Administrative Approvals
 - VIII. Announcements
 - IX. Adjournment



MINUTES
HISTORIC LANDMARKS COMMISSION
October 13, 2022
9:00 A.M.

The regular meeting of the Historic Landmarks Commission was held on Thursday, October 13, 2022, at 9:00 a.m., in the Council Chambers of Suffolk City Hall, 442 W. Washington Street, Suffolk, Virginia, with the following persons present:

MEMBERS PRESENT:

George Bailey
Susan Coley
Mary Austin Darden
Merritt Draper
Oliver Hobbs
Edward King
Brian Shaffer
Vivian Turner

STAFF:

Keith Cannady, Senior Planner
Erin Dears, Planner I
Sean Dolan, Assistant City Attorney
Melvion Knight, Assistant Zoning Administrator
Brandy Johnson, Property Maintenance Inspector
Deanna Holt, Business Development Manager
Marion Riddick, Planning Technician

The meeting was called to order by Chairman Hobbs. The roll was called by Marion Riddick, and Chairman Hobbs was informed that a quorum was present.

APPROVAL OF THE MINUTES: The minutes of the previous meeting were approved as presented.

NEW BUSINESS:

Request for Certificate of Appropriateness HLC2022-00023, submitted by Joyce Dunn, applicant and property owner, for exterior alterations at property located at 218 Pinner Street. The property is further identified as Zoning Map Number 34G19(A)*26, Suffolk Voting Borough, zoned RM, Residential Medium Density zoning district, and HC, Historic Conservation Overlay District.

The first item of business was introduced by the Chairman Hobbs, and the staff report was given by Keith Cannady, Senior Planner.

The applicant is requesting to remove the existing standing seam metal roof on a single family residential structure and replace it with architectural shingles. The building was constructed circa 1895, and it represents the Vernacular style of architecture. The applicant has provided a condition statement that the existing roof is beyond repair and recommends replacement of the original material. The applicant has

also provided photos to document the condition of the roof and interior water damage caused by the roof leaks.

Based on the previous findings-of-fact, staff recommends **denial** of the request to replace the existing standing seam metal roof with architectural shingles wherever the roof is visible from the public right-of-way.

Staff recommends **approval** of the following actions in regard to HLC2022-00023:

- Replace the existing standing seam metal roof with architectural shingles in locations where the roof is not visible from the public right-of-way. (Use architectural shingles per shingle specification in the COA application: IKO Cambridge Architectural Shingles – Dual Black.)
- Any additional improvements shall require a separate Certificate of Appropriateness.
- All required permits shall be obtained from the City of Suffolk prior to commencement of work.

The public hearing was opened. Ms. Dorothy Dunn, daughter of the applicant, spoke in favor of the application. She advised that a metal roof is beyond her mother's financial means. She also pointed out that the surrounding homes have asphalt shingles and only a few homes have metal roofs.

There were no other speakers who spoke in favor or opposition of the application.

The public hearing was closed, and the Commissioners briefly discussed the application. The issue of the roof leaking is a concern which can create black mold. The HLC guidelines recommend that metal roofs not to be replaced with shingles. The Commissioners recognized the potential for additional damage to the structure and the higher costs of the metal roof.

The motion was made by Vice-Chairman Bailey to approve the applicant's request to remove the existing standing seam metal roof and to replace the entire roof with architectural shingles and approve the Certificate of Appropriateness, HLC2022-00023 as amended. The motion was seconded by Commissioner Turner. The motion passed with a vote of 8-0.

STAFF REPORTS:

Enforcement Update:

Brandy Johnson, Property Maintenance Inspector, reported on the following properties:

- 342 N. Main St - several violations - court case heard in court and fined \$3,000
- 179 E. Washington St - court case continued until December 1, 2022
- 363 E. Washington St - major structural deficiencies - condemned by the city - property owner intends to demolish the structure
- 223 Bank St – property in violation – summons issued but did not receive service
- 219 Clay St - the property has been sold – notice of violation has been issued to the new owner

- 181 N. Main St – vacant structure - court case continued until December 1, 2022
- 112 W. Washington St - vacant structure - owner given extension to repair – no repairs to structure - property for sale
- 134 E. Washington St – court on November 3, 2022
- 140 W. Washington St – the property is still in violation – summons issued - no service
- 374 E. Washington St – court on November 3, 2022

Zoning Update:

Melvion Knight, Assistant Zoning Administrator, reported on the following properties:

- 302 Bank St – judgment issued in court for \$1,000 – moving forward with additional enforcement

Downtown Suffolk Project:

Deanna Holt, Economic Development Department, gave a presentation on a revitalization project that concerns the vacant buildings downtown and how we can bring in more movement to the downtown area with the goal of seeing these buildings occupied. Ms. Holt informed the Commissioners on the use of placing window clings in the windows of the buildings. The window clings are designed to go on the outside of the windows and are not permanent. They are transparent and designed to be noticed as part of beautifying the downtown area.

Historic Guidelines Update

Keith Cannady updated the Commissioners on the progress in updating the historic district guidelines. The update is to implement the downtown master plan recommendation, educate and inform property owners and investors of the historic district requirements, and to promote investment in historic district guidelines. The Commissioners were informed that we are getting close to reaching our target of having the draft and the final design guidelines complete in early 2023.

Announcements

Keith Cannady informed the Commission that we are searching for another member. The notice has been made to the City Clerk's Office, and we will keep the Commission informed. Mr. Cannady also informed the Commission that since we did not receive any new applications that would require action by the Commission, we would not have a meeting in November.

HISTORIC LANDMARKS COMMISSION



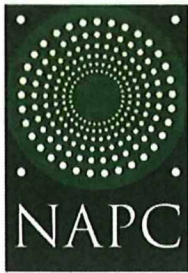
October 13, 2022

Motion: To accept staff's recommendation for the approval of the Certificate of Appropriateness for HLC2022-00023

1st: Bailey
2nd: Turner

Vote: 8-0

COMMISSIONERS	ATTENDANCE		HLC2022-00023	
	PRESENT	ABSENT	YES	NO
Bailey, George, <i>Vice Chairman</i>	X		X	
Bissell, William N.	X		X	
Coley, Susan	X		X	
Draper, Merritt	X		X	
Hobbs, Oliver, <i>Chairman</i>	X		X	
King, Edward L.	X		X	
Shaffer, Brian	X		X	
Turner, Vivian	X		X	



NATIONAL ALLIANCE *of* PRESERVATION COMMISSIONS

education + advocacy + training

Registration for NAPC's December webinar *Mid-Century Housing: From Planning to Preservation* is now open! Attendees will learn how to identify mid-century architecture, better understand the context of the mid-century design movement, and explore best practices for preserving these special resources!

Enjoy this webinar for FREE with your NAPC membership!

Simply enter code ALLIANCE at checkout.

REGISTER NOW

NAPC's Webinar Series Presents:

Mid-Century Housing: From Planning to Preservation

The post-war period saw a massive building boom across the United States as limited construction during the Great Depression and World War II resulted in a pent-up demand for new homes. The need for quick construction encouraged the development of functional, practical, and economical designs while the growth of mass media led to a rapid spread of a popular modern aesthetic. This webinar will begin with a look at the driving forces behind mid-century development patterns, including design influences and building trends, as well as identifying key housing types associated with the mid-century period. We'll then move on to preservation, using Denver's Krisana Park neighborhood as a case study to discuss pattern books and conservation overlays as preservation tools.



Abigail Christman

Senior City Planner
Landmark Preservation
City and County of Denver



Melanie Short

Senior Project Manager
Department of
Transportation &
Infrastructure
City and County of Denver

DECEMBER 8, 2022

1 - 2:30 PM EASTERN TIME

1.5 CE CREDITS

This webinar is free for NAPC members and open to the general public for a \$10 admission fee.



If you have an Organization Level Membership, please be sure to send NAPC a list of names and email addresses of additional members associated with your organization to include in your member benefits. Simply download and complete our form [HERE](#) and email it to director@napcommissions.org with the name of your organization in the subject line.

This webinar is also open to the general public for a \$10 fee.

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This email was sent to wcannady@suffolkva.us. [Click here to unsubscribe.](#)

HLC PROPERTY MAINTENCE CODE ENFORCEMENT UPDATE

DECEMBER 2022

ADDRESS	CODE VIOLATION(S)	STATUS
342 N MAIN ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • PEELING PAINT • DETERIORATED ROOF • DETERIORATED PORCH • DETERIORATED EXT WALLS 	COURT - NEW SUMMONS ISSUED FOR 02/02/2023
179 E WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • DETERIORATED WINDOWS AND DOORS 	COURT – CASE CONTINUED 12/1/2022
363 E WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • MAJOR STRUCTURAL DEFICIENCIES • UNSAFE STRUCTURE/CONDEMNED 	STRUCTURE TO BE DEMOLISHED BY OWNER – WAITING FOR GAS CUT-OFF
223 BANK ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • WINDOWS DAMAGE • ROOF DAMAGE • DETERIORATED EXTERIOR WALL • INTERIOR SURFACE DAMAGE • DETERIORATED PORCH 	PROPERTY STILL IN VIOLATION NOV WAS SENT TO THE OWNER NC ADDRESS AND THE MIDLAND BANK
219 CLAY ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • ROOF DAMAGE • EXTERIOR WALL DAMAGE • BROKEN WINDOWS • INTERIOR DAMAGE 	MET WITH CURRENT OWNER - PLANS TO RENOVATE STRUCTURE BLDG APPLICATION SUBMITTED
181 N MAIN ST (27 UNITS)	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • MISSING SMOKE DETECTORS • INTERIOR DOOR DAMAGE • BROKEN WINDOWS 	VACANT STRUCTURE – COURT CASE TO BE DISMISSED – 12/1/2022 – NEW OWNERS
112 W WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • ELEVATORS IN DISREPAIR • INTERIOR WALL DAMAGE • BROKEN WINDOWS • FIRE / ELECTRICAL VIOLATIONS 	VACANT STRUCTURE – OWNER GIVEN EXTENSION TO REPAIR NO REPAIRS TO STRUCTURE PROPERTY FOR SALE
140 W WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • SIDEWALK IN DISREPAIR 	PROPERTY STILL IN VIOLATION SUMMONS – ISSUED FOR 02/02/23
374 E WASHINGTON ST	PROPERTY MAINTENANCE <ul style="list-style-type: none"> • ROOF IN DISREPAIR • INTERIOR STRUCTURAL MEMEBERS • UNSAFE STRUCTURE 	COURT - HEARING 01/05/2023 SUMMONS WAS REISSUED TO A DIFFERENT ADDRESS

Zoning Report

As of December 1st, 2022

No cases to report.

ADMINISTRATIVE APPROVAL

October 4, 2022 to December 1, 2022

FILE NUMBER	ADDRESS	CONDITIONS	APPROVAL DATE
HLC2022-00028	220 Bank Street	Roof replacement.	10/21/2022

